

---

## **RETIREE PROGRAM COORDINATOR**

- Opening Date:** July 27, 2005
- Closing Date:** Applications will be accepted until the needs of the City are met.  
**First Review Date:** August 8, 2005
- Hourly Wage:** \$13.42/hour
- Hours:** Monday through Friday; hours will range between 8-5 PM and some Saturdays or evenings for special events. Occasional Sundays. Scheduled hours will vary between 19.5-30 hours a week, various locations, Pyle Adult Recreation Center and Cahill Senior Center.
- Minimum Qualifications:** Requires experience in recreation programming, operation of a recreation center, and working with the senior adult population in recreation activities. Some college level course-work in recreation and /or related field is preferred.
- Applicant Requirement:** Possession of, or ability to obtain, an appropriate Arizona driver's license. Must obtain current CPR/First Aid Certification/AED Certification and Maricopa County Food Handler's Card within 60 days of hire date.
- Essential Functions Include:**
- Work customer service counter during times of need; i.e. Staff lunches, breaks, absences, answer telephone, handle customer inquires, and customer service.
  - Promoting and coordinating specific activities for retirees provided by the Recreation Division. Organize, schedule and implement recreation activities for retiree, including but not limited to, lectures, arts and crafts classes, exercise classes, entertainment groups, and/or special events.
  - Participate in the selection and supervision of staff, including volunteers, temporary and contract staff; work with employees to correct deficiencies; implement disciplinary procedures, supervise and coordinate staff training.
  - Maintain records and develop reports concerning ongoing programs and program effectiveness; maintain records for registration and fees collected; maintain and file accident reports; prepare statistical reports as required.
  - Prepare program-marketing materials, including news releases and flyers.
  - Obtain appropriate facilities for existing new activities.
  - Maintain program expenditures within limits of budget.
  - Use moderate physical exertion in repetitive lifting and moving equipment, supplies and room furniture.
  - Attend staff meetings.
  - Other duties as assigned.
- Selection Criteria:** Applicants whose experience and training are most closely suited to the needs of the City may be selected for further test or interviews. Criteria will be based on job-related knowledge, skills, and abilities.

Obtain and return completed applications to: Pyle Adult Recreation Center

655 E. Southern Ave.  
Tempe, AZ 85282  
(480) 350-5211

or online at [www.tempe.gov/pkrec/jobs/default.htm](http://www.tempe.gov/pkrec/jobs/default.htm)